

PROPERTY APPRAISER

NATURE OF WORK

To provide fair and equitable property tax valuations according to Minnesota state statutes and Department of Revenue guidelines. This position is required to perform is technical property appraisal and assessment work to value and classify real and personal property for tax purposes. Work involves the performance of on-site inspections, data collection, and analysis of data collected on residential properties. Work is performed under general supervision of the City Assessor and difficult problems are generally referred to a supervisor. Employees have continual direct contact with residential property owners, and emphasis is placed upon ability to resolve matters tactfully and courteously.

EXAMPLES OF WORK

(Any one position of this class may not include all duties listed, nor do listed examples include all duties that may be found in positions of this class.)

- Locate, identify, view, measure, record data, and appraise residential real and personal properties to establish an estimate of market value for ad valorem tax purposes.
- Review building permits and sales information to complete accurate and complete assessments.
- Establish accurate residential valuations for mass assessments from on-site inspections and computer applications.
- Process electronic certification of real estate transfers by verifying the submitted data and obtaining additional information to conduct sales verification and submit the document to the Minnesota Department of Revenue.
- Utilize aerial maps to identify assessment conditions.
- Explain and defend the value and classification of residential real and personal property to property owners, real estate professionals and the general public.
- Develop and maintain computerized spreadsheets and analysis of residential properties.
- Monitor assessment levels and measures of uniformity to ensure an acceptable assessment standard per the Minnesota Department of Revenue guidelines.
- Analyze and process special tax programs relating to residential real and personal property.
- Assist with development of the software used in the office to include valuation models, databases and reports.
- Provides service to the public, real estate professionals, and others on the phone and in person.
- Attend Local Board and County Board of Appeal and Equalization meeting(s).
- Performs related work as required.

MINIMUM REQUIREMENTS

High school diploma and two years' experience in real estate or related business field or Bachelor's degree in Real Estate or a related business field. Must have, or be able to obtain within 3 years of date of hire, licensure as a Certified Minnesota Appraiser. Also, Valid Minnesota issued driver's license that is unrestricted except for corrective lenses.

DESIRABLE EDUCATION AND EXPERIENCE

- Knowledge of the principles and practices of real and personal property valuation and assessment.
- Knowledge of Minnesota property tax laws and procedures.
- Ability to read and interpret legal descriptions, assessment laws, and procedures.
- Ability to interpret blueprint or building plans.
- Ability to develop and maintain effective working relationships with the general public, real estate professionals, and other governmental employees.
- Ability to effectively communicate verbally and in writing.
- College degree in real estate or course work in assessment, appraisal, or related fields
- Experience with computer applications including Microsoft Office Outlook, Word, Excel and CAMA mass appraisal system.

ESSENTIAL JOB FUNCTIONS

- Work at property sites involves standing, walking, bending, and climbing stairs as required to measure and appraise properties.
- Work at sites also requires travel and outdoor work in all season's weather including walking from property-to-property.
- Must have the ability to reason and react calmly.
- Must have above average practical judgement in order to deal with unexpected, potentially dangerous situations in the course of duty.
- Must be able to operate independently and be aware of surroundings at all times in order to recognize possible danger to self and others.
- Must be able to read, write, and speak English sufficiently to perform all testing; to understand complex, technical information related to property appraisals; to effectively communicate both orally and in writing; recognize hazardous materials; to report occurrences; to follow written and oral instructions
- Must be able to work in areas with exposure to various environmental conditions such as dirt, dust, noise, disagreeable odors, humidity, and extreme temperatures.
- Must demonstrate honesty and integrity in personal behavior and attitudes
- Must have the ability to establish and maintain effective working relationships with superiors, other employees and the general public
- Must be capable of controlling his/her own impulses or emotions to at least an average degree so as to ensure the safety of the public;
- Must be free of conditions which would endanger self or others in the carrying out of duties.
- Must demonstrate a level of social maturity and self-assurance sufficient to carry out tedious, unpleasant, or repetitious tasks;
- Must have the ability to be mobile for long periods of time including but not limited to: standing, walking, kneeling, crawling, crouching, bending, stretching, and working overhead;
- Hearing requirements of this job include the ability to perceive detailed information through oral communication as well as to assist the public;
- Must have the ability to enter and traverse areas of uneven or excavated ground such as a construction site, new building construction, or building

remodeling site; must have the ability to enter various building construction environments and spaces to inspect and perform related job duties;

- Must have the ability to effectively deal with individuals who are disturbed about decisions the appraiser has made
- Must be able to communicate the intent and purpose of building and associated codes to individuals who have no knowledge of these codes
- Must be able to learn the operation of normal office equipment such as computer systems and printers, fax machines, calculators, and telephone systems.

CSB 5/2/19

CSB 5/16/19

Unlicensed; AFSCME Range 11

Licensed; AFSCME Range 14